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This Notice expires 1 March 1955

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NOTICE

PERSONNEL
1954

25X1A

PAY ADMINISTRATION

CHANGE IN PAY DAY FOR EMPLOYEES PAID FROM CONFIDENTIAL FUNDS

1. Effective with the pay period ending 29 January 1955, pay checks for employees paid from confidential funds will be released on the second Friday following the close of each pay period instead of the second Tuesday as in the past.
2. This change in pay day for employees paid from confidential funds is necessary to permit more orderly processing of pay actions and to reduce the amount of overtime required to process payrolls under previous schedules.
3. Each employee should be advised to allow for the additional three days between pay days which will occur when the transition to the new pay day is effected. That is, pay day for the pay period ending 29 January 1955 will be 11 February 1955 instead of 8 February. Thereafter, pay day will be each fourth Friday.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Actg. Deputy Director
(Administration)

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